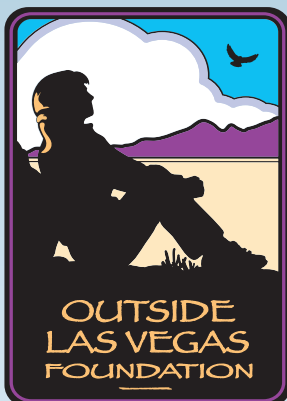


What Should I Know Before Hosting My Outdoor Event?

A planning guide for outdoor events
in Southern Nevada



Southern Nevada is home to millions of acres of public lands and thousands of miles of trails. These landscapes offer great places for residents and visitors to explore, which also serve as great places to hold outdoor events. Recently our region has seen an increase in the number special events being hosted in these outdoor spaces. The Southern Nevada Regional Planning Coalition (SNRPC) encourages responsible use of these spaces.

The SNRPC Regional Open Space & Trails Work Group, with the Outside Las Vegas Foundation, have prepared this brief guide to the permitting process for special outdoor events. This information is intended to assist residents and visitors -- including event managers and group leaders -- as they navigate the permitting process that is required to host events in and around the various southern Nevada landscapes.

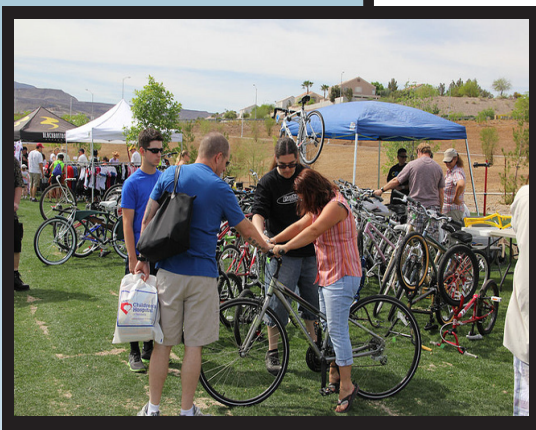
Frequently Asked Questions about outdoor events:

What types of outdoor events need permits?

The public parks and trails located in southern Nevada are typically available to all residents for use on a first-come, first serve basis for everyday use. If you are planning a special event, you will need a permit. Special events include but are not limited to races (5k, 10k, half & full marathons), bicycle rides, competitions, picnics of various sizes, festivals, and more.

What locations are available to hold a 5K – 10K event in Southern Nevada?

There are many ideal locations throughout the Las Vegas Valley for events. Page 4 of this document provides the contact information for recreational event offices for the local, regional and federal agencies that allow special events within their jurisdictions. Please be aware that some trails cross multiple jurisdictions and therefore you may have to contact more than one jurisdiction . It is important to contact all jurisdictions through which your event may cross since the rules, regulations, and permit requirements may vary.



What permits are necessary for these outdoor events?

The types of permits and the process will vary dependent on several factors including but not limited to the size of the event (number of attendees); how many jurisdictions / agencies need to be notified; and if food or alcohol will be sold at the event. As part of the permit process, you may be required to submit detailed information about the event such as a description of the event, layout of the event, liability insurance policy for the event, medical plans, parking plans, traffic plans, and private security. The table on page 4 provides links to each jurisdiction' permit application page on their respective websites. Contact the appropriate jurisdiction / agency directly regarding the permit application process and the specific requirements for outdoor special events.

- Do I know which jurisdiction the desired location is in? For a map of jurisdictional boundaries please visit www.clarkcounty.gov. Use the search option for: Map LV Valley Jurisdictions
- How many people will attend the event?
- What is my date or date range for the event?
- Have I thought about/ researched weather for that time of year?
- What kind of location do I need? (Surfaces/ size/ proximity to infrastructure/ participation access/ parking/ convenience)
- Do I envision my event causing road closures?
- What is my budget?
- What are the time requirements for the event (Morning/ evening/ half day/ all day)?

Frequently Asked Questions about outdoor events continued:

What agencies should I notify to hold my event?

This is dependent on the size of your event and if your course involves more than one agency or landholder. Event planners should make an effort to contact all impacted agencies well in advance of the proposed events, as some events may require interagency coordination and some agencies have extended timelines. In many cases you may need to notify the police and fire departments and provide a medical plan.

How much time do I need to allow to obtain permit approval?

The permit process for events on parks and trails can range from 30-180 days depending on location. Be aware that each jurisdiction will vary based on its rules and regulations. Some permit applications are required to be submitted up to 6 months or more in advance of the proposed event. It is recommended that you contact appropriate jurisdiction as soon as possible to verify the permit process time frame.

What fees are associated with these permits?

Typically the permits involved vary in cost based on the size and scope of your events. Event fees can be based on a percentage of the gross revenue of the event and/or a cost for renting the park or trail. Rental fees can be based on the number of individuals and/or an hourly or daily rate. Please keep in mind that most outdoor events will require liability insurance coverage for the event and an emergency medical plan. Please contact appropriate jurisdiction for specific insurance and fees.



SAMPLE QUESTIONS TO ASK EACH JURISDICTION OR AGENCY:

Is the location available on the date that I have selected?
If not, are there alternatives dates or locations?

How long before the event must I apply for a permit?

What fees are charged and how are the fees calculated?

When are payments due? Can payments be refunded in the event of a cancellation?

What other permits (fire, alcohol, business license, building safety, food etc.) do I need to secure?

What other agencies or jurisdictions are involved with this park / trail / system? Will I need to contact them too?

What approval do I need for selling food and/or food trucks? What about alcohol?

Will I need a medical plan?

Is a list of all participating vendors required? When is it due?

Is there an insurance requirement?

Is there a cleaning / repair deposit / fee?

Will I need to hire police, security and/or traffic control for this event?

Will I need to rent portable toilets and sinks? How many toilets are required for this event?

What type of marking/signage can I use at my event (marking along trails for a race / signage at parks, etc)?

Will I need to provide additional trash receptacles?

If I am planning to have tents, what do I need to do to ensure that my tents are set up in compliance with the jurisdiction / agency regulations? Is staking allowed at my event site?

Is there power available or do I need to provide generators?

When can I access the site for set up of the event? What are the requirements for cleanup?

What person or department can provide approval for additional recreational items at my event (DJ, inflatables, portable stage, tents)?

Is there a noise ordinance of which I should be aware?

* This list is to serve as a guide, it is not comprehensive.

Contact Information

AGENCY	Contact Information	Typical Forms: In addition to Special Event Permits some may require medical plan or health certificate if selling food and alcohol
US Forest Service	702.872.5486	http://www.fs.fed.us/passespermits/
Bureau of Land Management	702.515.5000	http://www.blm.gov/nv/st/en/fo/lv-fo/blm_information/permits.html
Lake Mead National Recreation Area	702.293.8990	http://www.nps.gov/lake/planyour-visit/permits.htm
Red Rock Canyon	702.515.5000	http://www.blm.gov/nv/st/en/fo/lv-fo/blm_programs/blm_special_areas/red_rock_nca/red_rock_canyon_special.html
Bureau of Reclamation	702.293.8130	Form 7-2540 - Application to be used to apply for recreation events http://www.usbr.gov/lands/ApplyingforUse.html
Valley of Fire State Park	702.397.2088	http://parks.nv.gov/parks/fees/
City of Las Vegas	702-229-6171.	https://cityoflasvegas.formstack.com/forms/special_event
Clark County	702.455.8838	http://www.clarkcountynv.gov/parks/Pages/cultural-division.aspx http://www.clarkcountynv.gov/public-works/Pages/SpecialEvents.aspx
City of North Las Vegas	702.633.1171	http://www.cityofnorthlasvegas.com/departments/nls_(parks_and_rec)/park_and_facility_rentals.php
City of Henderson	702.267.4000	http://www.cityofhenderson.com/police/special-events-permit-applications
City of Boulder City	702 .293.9256	http://www.bcnv.org/237/Parks-Recreation
Southern Nevada Health District	702.759.1000	http://southernnevadahealthdistrict.org/temp-permits/special-events.php
Las Vegas Valley Water District	702-258-3930	http://www.lvwwd.com

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